

City of Lake Forest
Community Services Department
Sports Fields/Gymnasium Allocations – Policies and Procedures

Sports Field/Gymnasium allocations will be administered by the Community Services Department twice a year at the user group meeting.

Sports Fields/Gymnasium will be allocated for the spring season each year in early December. The season will run from approximately early January to the end of June.

Sports Fields/Gymnasium will be allocated for the fall season each year in July. The season will run from approximately mid August to the end of December.

Sports Fields for Adult League use will only be permitted based on adequate sports field/gymnasium availability. Youth league use has priority for both the spring and fall seasons.

Sports fields allocated by the City of Lake Forest are indicated below:

1. Heroes Park: spring and fall
(Baseball and Soccer)
Mon – Fri, 4pm–9:45pm
Sat & Sun, 8am-9:45pm
2. Regency Park: spring and fall
(Soccer: fall and spring)
Mon – Fri, 4pm–dusk
Sat- 8am- dusk (Regency Park is not permitted on Sundays)
3. Borrego Park: spring and fall
(Soccer: fall and spring)
Mon- Fri, 4 pm-dusk
Sat-Sun, 8 am-dusk
4. Foothill Ranch Community Park: spring and fall
(Baseball: spring and fall, Soccer: fall and spring)
Mon-Fri, 4 pm-dusk
Sat-Sun, 8am-dusk

5. Tamarisk Park: spring and fall
(Soccer, Baseball: fall,
Baseball: spring)
Mon- Fri, 4 pm-dusk
Sat-Sun, 8:30 am-dusk
6. Rancho Serrano Park: fall (only)
(Soccer: fall)
Mon – Fri, 4pm–dusk
Sat- 8am- dusk (Rancho Serrano Park is not permitted on Sundays)
7. Rimgate Park: fall (only)
(Soccer: fall and spring)
Mon – Fri, 4pm–dusk
Sat- 8am- dusk (Rimgate Park is not permitted on Sundays)
8. Baker Ranch Park: spring and fall
(Baseball: spring and fall, Soccer: fall and spring)
Mon-Fri, 4 pm-dusk
Sat-Sun, 8am-dusk
9. Lake Forest Sports Park: spring and fall
(Baseball: spring and fall, Soccer: fall and spring)
Mon-Fri, 4pm-9:45pm
Sat-Sun, 8am-9:45pm

Sports fields will be closed for maintenance during the following time periods:

1. Heroes Park: Soccer: Jun 1 to Aug 15, Dec 17 to Jan 10
Baseball: Jul 15 to Aug 15, Dec 17 to Jan 2
2. Regency Park: Soccer: Jun 1 to Aug 15, Dec 2 to Jan 2
3. Borrego Park: Soccer: Jun 1 to Aug 15, Nov 17 to Jan 10
4. Foothill Ranch Community Park: Soccer: Jun 1 to Aug. 15, Dec 17 to Jan 10
Baseball: Jul 15 to Aug 15, Dec 17 to Jan 10
5. Tamarisk Park: Soccer: Dec17 to Jan10 (closed to soccer during spring season)
Baseball: Jul 15 to Aug 15, Dec 17 to Jan 10

6. Rancho Serrano Park (Soccer only): Nov 17 to Aug 15
7. Rimgate Park (Soccer only): Nov 17 to Aug 15
8. Baker Ranch Park: Soccer: Jun 1 to Aug 15, Dec 17 to Jan 10
Baseball: Jul 15 to Aug 15, Dec 17 to Jan 10
9. Lake Forest Sports Park: Soccer: Jun 1 to Aug 15, Dec 17 to Jan 10
Baseball: Jul 15 to Aug 15, Dec 17 to Jan 10

Priority sports field/gymnasium allocation will be based on the City of Lake Forest's group classifications as listed below.

- ▽ To be considered a Lake Forest resident, an individual must reside within the City limits. Proof of residency is required.
- ▽ Sports field/gymnasium use applicants must submit their program rosters by a specified date to the Community Services Department. Rosters must indicate player name, address, phone number and zip code. Utility bills may also be required to verify address and residency.
- ▽ Each organization must provide an insurance certificate with \$1 million general liability, listing the City of Lake Forest as "additional insured".
- ▽ The City will not provide soccer goals at any park, except for the Lake Forest Sports Park.
- ▽ User groups will be responsible for lining and marking designated sports fields with approved materials from the Public Works Department.
- ▽ Sports fields/gymnasium may be closed at any time as deemed necessary by the Public Works Department
- ▽ Sports field/gymnasium reservations that are unused are subject to a "no show" penalty as follows:
 - ▽ 1st offense: Staff warning
 - ▽ 2nd offense: \$20 per sports field penalty
 - ▽ 3rd offense: \$35 per sports field penalty and potential loss of future sports field time

Hourly Athletic Sports Field User Rates								
Classification	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
Non-Lighted	No Charge	No Charge	\$10.00	\$15.00	\$15.00	\$20.00	\$25.00	\$40.00
Lighted	No Charge	No Charge	\$15.00	\$25.00	\$25.00	\$35.00	\$40.00	\$60.00
Tournament Rates*	No Charge	\$200.00	\$250.00	\$300.00	\$300.00	\$300.00	\$350.00	\$400.00

Group 1 - City or SVUSD conducted or sponsored recreation activities

Group 2 - Resident, non-profit youth sports organizations**

Group 3 - Resident, club, travel and adult sports organizations^ with at least 80% residency in Lake Forest

Group 4 - Resident, club, travel and adult sports organizations^ between 50-79% residency in Lake Forest

Group 5 - Resident businesses and private parties

Group 6 - Non-resident, non-profit youth sports organizations

Group 7 - Non-resident, club, travel and adult sports organizations^ with less than 50% residency in Lake Forest

Group 8 - Non-resident businesses and private parties

***Tournament Rates** - Flat rates per sports field, with a minimum of 2 fields per day.

****Resident Non-Profit Youth Sports Organization** - *Comprising predominately (80%) resident youths. The organization is open to all youth applicants within the community. The league also provides minimum playing time guidelines for all participants. In addition, the youth sports organization is administered by volunteer Lake Forest residents who serve as officers, coaches, commissioners, or board of directors.*

^Club, Travel and Adult Sports Organization - *One or more of the following conditions must be met:*

- 1. Organization primarily travels to other cities to compete at a higher level beyond that of a recreation-based program.*
- 2. Organization is primarily suited for participants with skill beyond the play of recreation-based programs. Tryouts or skill evaluations are conducted to select only top athletes.*
- 3. Rules are not defined with minimum playing time for participants.*
- 4. Coaches and/or organization representatives are not volunteers and receive compensation for their respective positions.*

Hourly Gymnasium User Rates								
Classification	Group 1	Group 2*	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1 Court	No Charge	No Charge	\$25.00	\$35.00	\$35.00	\$50.00	\$65.00	\$75.00
Full Gym	No Charge	No Charge	\$50.00	\$70.00	\$70.00	\$100.00	\$130.00	\$150.00

Group 1 - City conducted or sponsored recreation activity

Group 2 - Resident, non-profit youth sports organizations**

Group 3 - Resident, competitive, club, travel and adult sports organizations^ with at least 80% residency in Lake Forest

Group 4 - Resident, competitive, club, travel and adult sports organizations^ between 50-79% residency in Lake Forest

Group 5 - Resident businesses and private party

Group 6 - Non-resident, non-profit youth sports organizations

Group 7 - Non-resident, competitive, club, travel and adult sports organizations ^ with less than 50% residency in Lake Forest

Group 8 - Non-resident businesses and private party

***Group 2 rates** - Organization must pay \$5 per player per season. If gymnasium is utilized outside of center hours, an additional \$12 per hour rate applies.

****Resident Non-Profit Youth Sports Organization** - Comprised predominately (80%) of Lake Forest resident youths and the organization is open to all youth applicants within the community. The league also provides minimum playing time guidelines for all participants. In addition, the youth sports organization is administered by volunteer Lake Forest residents that serve as officers, coaches, commissioners, or board of directors.

^Competitive, Club, Travel and Adult Sports Organization - One or more of the following conditions must be met:

1. Organization primarily travels to other cities to play competition of a higher level beyond the competition of a recreation-based program.
2. Organization is primarily suited for participants with advanced skill beyond the play of recreation-based programs. Tryouts or skill evaluations are conducted to select only top athletes.
3. Rules are not defined with minimum playing time for participants.
4. Coaches and/or organization representatives are not volunteers and receive compensation for their respective positions.